



ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

REPORTING PERIOD:
APRIL 1, 2019 TO MARCH 31, 2020

Introduction

The *Access to Information Act* (the “Act”) provides Canadian citizens, permanent residents, or any person or corporation present in Canada a right to access information that is contained in government records.

Prince Rupert Port Authority (“PRPA”) is listed under the Schedule of the Act and pursuant to section 72, has prepared its annual report on the application of the Act within the organization to be tabled in Parliament by the Minister of Transportation, the Minister responsible for Canadian Port Authorities.

PRPA is a Canadian port authority established by virtue of Letters Patent, issued by the Minister of Transportation pursuant to Section 8 of the *Canada Marine Act*.

PRPA is responsible for administering activities within the Port of Prince Rupert related to shipping, navigation, transportation of passengers and goods and the handling and storage of goods, with a mission to develop and grow the Port of Prince Rupert in a sustainable, economical, safe and environmentally sound manner.

Access to Information Program

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution for the purpose of administering the Act. The responsibilities of the Head of the Institution under the Act have been designated to Shelby O’Brien, Vice President, Commercial and Regulatory Affairs & General Counsel (the “Delegated Head”), pursuant to the attached Delegation of Authority Order of June 21, 2019. PRPA’s Access to Information and Privacy Coordinator (“ATIP Coordinator”) is Nicole Murray, Commercial and Regulatory Affairs Coordinator.

Procedures and Monitoring

Procedures are in place directing all formal *Access to Information Act* Requests (“Requests”) and enquiries to the ATIP Coordinator, under the supervision of the Delegated Head, who ensures that Requests are processed in accordance with the Act.

The ATIP Coordinator monitors the processing time of the Requests and reports monthly to the Delegated Head of the program. The ATIP Coordinator ensures that responses to Requests are handled in a timely manner, in compliance with the Act and endeavors to respond to Requests within the 30-day timeline.

Statistical Report

PRPA received zero (0) formal Access to Information Request (the “Request”) during the period of April 1, 2019 to March 31, 2020 (the “Current Reporting Period”). Zero (0) Requests were closed during the Current Reporting Period and three (3) Requests were carried over to the next reporting period.

PRPA's multi-year trend for Requests can be characterized by peaks and valleys; a number of reporting periods with no Requests, followed by a reporting period with several and/or complex Requests. For example, from April 2014 to March 2016 only one (1) Request was received per reporting period, but six (6) Requests were received in the April 2016 to March 2017 reporting period. In the 2017-2018 reporting period, two (2) simple requests were received, followed in 2018-2019 by the receipt of four (4) complex requests and zero (0) in 2019-2020.

For the Current Reporting Period, three (3) Requests, received from a single organization and outstanding from the previous reporting period, were held over due to the complexity of the requests, consultation requirements, and the interference with regular business operations due to the nature of the Request. PRPA has been working with the requestor to resolve the outstanding Requests.

For the Current Reporting Period, four (4) Consultations were received from other Government of Canada Institutions. Three (3) Consultations were closed during the Current Reporting Period and one (1) Consultation carried over to the next reporting period. Of the three (3) Consultations that were closed, two (2) were disclosed entirely and one (1) was excluded entirely.

Demobilization of PRPA's offices in response to the Covid-19 pandemic caused minor impacts in the ability to process Requests and Consultations due to staff working from home and the logistical challenges that caused.

Attached is the Statistical Report which provides a detailed summary of data on Requests received between April 1, 2019 and March 31, 2020.

Training

During the Current Reporting Period one-on-one training sessions were undertaken by the ATIP Coordinator for a new staff member to the Commercial and Regulatory Affairs Department. Informal briefings and updates were provided by the ATIP Coordinator at meetings held by various departments.

PRPA has in the past successfully secured training through the Canada School of Public Service ("CSPS"). In November 2019, upon attempt to register employees for training, PRPA was advised that the organization was no longer eligible to use the services of CSPS. As an organization that is subject to Requests and Consultations under the Act, PRPA has been told that any relevant training for staff who are responsible for complying with these requests is not available to them.

Policies, Guidelines and Procedures

No new policies, guidelines or procedures related to the Act were implemented by PRPA during the reporting period.

Complaints or Audits

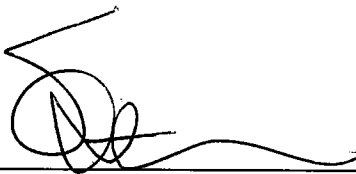
PRPA received no complaints, no audits were conducted, and no investigations were undertaken or concluded during the reporting period.

The **PRESIDENT & CEO**, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, and section 6.1 of the *Policy on Official Languages*, hereby delegates to the person holding the position set out in the schedule below, or the person occupying, on an acting basis, that position, to exercise the powers, duties and function of the **PRESIDENT & CEO** as the head of **PRINCE RUPERT PORT AUTHORITY**, under the provision of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation or designation orders and remains in place until it is revoked, replaced or modified.

SCHEDULE

Position	<i>Access to Information Act</i>	<i>Privacy Act</i>	<i>Official Languages Act</i>
Vice President, Commercial and Regulatory Affairs & General Counsel	Full Authority	Full Authority	Full Authority

Dated at the city of Prince Rupert, effective the 21st day of June, 2019



Shaun Stevenson
President & Chief Executive Officer



Statistical Report on the Access to Information Act

Name of institution: Prince Rupert Port Authority

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	3
Total	3
Closed during reporting period	0
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0
Total	0

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0		1	0	0	0	0	1

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
Total	0	\$0	0	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	4	14	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	14	0	0
Closed during the reporting period	3	0	0	0
Carried over to next reporting period	1	14	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$35,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$35,000

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.30
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.30

Note: Enter values to two decimal places